

**SCHOOL BUDGET CHECK-IN SHEET**

(School Corporation Name)

(Corporation ID No.)

(Rural Route, Street, P.O. Box, Room #)

(City, Town)

(Zip Code)

Mr. Contact Person:  
Ms.  
Mrs.

(Name)

(Title)

(Area Code)

(TELEPHONE NUMBER)

(Extension)

(Area Code)

(FAX NUMBER)

(E-mail address)

**Reporting Forms**

Encumbrances (Printout from School Computer System / Form 9 Detail)

Resolution for Reduction of Appropriations (Include a copy of the resolution)

Line 2 Worksheet

Form 30A

Form 30B

Data Input Sheet

October DPI 54

Form 9 (Detailed by Receipts, Disbursements, Balances, Encumbrances, and Investments approved by State Board of Accounts)

Form 9: Bi-Annual Financial Report

January 1, 2002 to July 31, 2002

July 1, 2001 to December 31, 2001

January 1, 2000 to June 30, 2001

**When budget hearings are held prior to the completion of a prescribed form (i.e. 30A, 30B, Form 9, etc.) please send a copy as it becomes available to the Dept. of Local Gov't Finance, Budget Division.**

**Budget Forms:**

Form 1 Form 4

Form 2 Form 5

Form 3 Form 1S

**Proofs of Publication:**

Original Budget (Form 3)

Capital Projects Fund: Fund Establishment

Advertised with Form 3

or

Separate Publication

Capital Projects Fund: Notice of Adoption

Bus Replacement Fund: Plan Advertisement

Advertised with Form 3

or

Separate Publication

**1214 Capital Projects Fund**

Capital Projects Fund: Complete Detailed Adopted Plan for Ensuing Year

Capital Projects Fund: Resolution

Capital Projects Fund: Future Allocations Specified in Plan

Capital Projects Fund: County Auditor's Certification of Non-Remonstrance

Capital Projects Fund: Determinations Regarding Common Construction Wage

Capital Projects Fund: Transfer Amount:

to Fund:

/

/

(Date of Transfer)

NOT A TEMPORARY LOAN

Resolution must be Attached

**6302 Bus Replacement Fund**

Bus Replacement Fund: Plan

Bus Replacement Fund: Resolution

Bus Replacement Fund: Future Allocations

Bus Replacement Fund: Transfer Amount:

to Fund:

/

/

(Date of Transfer)

NOT A TEMPORARY LOAN

Resolution must be Attached

**0180 Debt Service Fund**

Debt Worksheet

Amortization Schedule(s): (In order for the DLGF to approve payments and levies for debts an  
— amortization schedule is required before your hearing officer can include the specific debt)  
— Lease Rental Affidavit's).  
— All Common School Transferred by June 30 (First 6 Months) ☐ YES ☐ NO  
(Common School Funds Transfer: If No, determine Line 2 qualifying amount)  
— Debt Service Fund: Transfer Amount: \_\_\_\_\_ to Fund: \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (Date of Transfer) **NOT A TEMPORARY LOAN** Resolution must be Attached

Settlement of Taxes

— Levy Excess Transferred According to Current Year Budget Order?  
— Levy Excess Set Aside According to Prior-Year Collections?  
— 100% Complete Settlement of Property Taxes posted to the ledger by end of the first half of the budget year YES ☐ NO ☐  
If NO: what amounts were posted?  
— Advance Draw of Property Tax or Excise Tax If Yes: Detailed Form 9 and Auditor Form 22's are needed  
— Temporary Loans: Paid back by the first half of the budget year. YES ☐ NO ☐  
If NO: Where did the funds come from? (CPF, Bond Bank, etc.)  
If NO: What are the amounts. ( amount of payback per affected fund)

Levy Appeals

— Is this Corporation planning an excessive levy appeal? YES ☐ NO ☐  
If YES: The appeal amount is advertised on Budget Form 3  
Please provide the written documentation that is being filed on the school's behalf for each appeal.  
What kind of Appeal? \_\_\_\_\_ Amount Requested? \_\_\_\_\_  
(Attach a sheet providing information for each additional levy appeal)  
— If there are any approved or proposed additional appropriations, list amounts by fund.

COMMENTS / SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_